

**Phoenix Program**  
**Process Definition – LABOR DISTRIBUTION**

Process	<b><i>Load Staging Table</i></b>
Process Number	<b><i>LD – 007 (REVISED 3-15-99 – REPLACES 3-12-99)</i></b>

***Description of Process***

This process populates the staging table with the corrected, distributed and undistributed payroll records and creates a temporary worktable from which other processes are initiated.

***Input to Process***

Combination of corrected, distributed, and undistributed labor detailed records.

***Output of Process***

Combined labor records that will be used in other processes.

***Service Level Agreement Required? (if yes, provide a brief description)***

NO

***PeopleSoft Panel Groups being Used***

Function	Panel Group

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### ***Business Process Description***

Process Description	Responsibility (Agency/Centralized)
<b><u>Step 1:</u></b> The release of labor expense by the Business Units initiates an SQR process that merges records from the temporary work tables (DX_paycheck, DX_pay received, and DX pay distr) for earnings only onto DX_Fund Staging Table.	Centralized
<b><u>Step 2:</u></b> Initiate Program Distribution process. (SAR 061) These records will remain on the DX-Fund Staging Table until they copy to history. (Refer to Business Process LD-008)	Centralized
<b><u>Step 3:</u></b> Initiate the fringe distribution process. (SAR 0631) (Refer to Business Process LD-009)	Centralized

### ***Forms Used with Process (#)***

N/A

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***Process Flow Diagram (if appropriate):***



**Process Signoff**

Tested By  
Date Tested